



DEFENSE SUPPLY CENTER RICHMOND

DSCR Installation Guide

Welcome

Welcome to Defense Supply Center Richmond, the aviation supply and demand chain manager for the Defense Logistics Agency. DSCR serves within the DoD as the primary source of supply for more than 1.2 million repair parts and operating supply items. DSCR's mission is to provide best value aviation weapon systems and environmental logistics support to America's armed forces—on land, at sea and in the air. DSCR's core mission is to supply products with a direct application to aviation. Its primary customers are the Army, Air Force, Navy and Marines; however, it also supports other government agencies.

The aviation items DSCR provides include a mix of military-unique items supporting over 1,300 major weapons systems, including critical, safety-of-flight air frame structural components, airframes, landing gear, propeller systems and aircraft engine parts. DSCR's other supply chains include: commodities, such as chemicals, electrical hardware, and batteries; maps in digital and hardcopy format; industrial plant equipment, including lathes and metalworking machinery; and environmental products.

The value of the products and services DSCR provides as the aviation supply chain manager for DLA exceeds \$3.4 billion annually. DSCR handles 5.3 million requisitions and supports 24,500 customers per year. DSCR serves as the single "touch point" for DLA's aviation customers and tailors logistical solutions and initiatives that meet the needs of the nation's war fighters.

DSCR has aviation sites across the United States in strategic forward locations alongside its military customers. DSCR also operates an industrial plant equipment repair facility in Mechanicsburg, Pa.

A 2005 Base Realignment and Closure Commission decision made DLA responsible for depot-level reparable procurement management and consumable items transferred from the military services, supply, storage and distribution at DoD's depot level maintenance facilities, and for commodity management privatization of petroleum, oils and lubricants, and compressed gases and chemicals.

Under the BRAC law, DSCR and DLA has activated aviation supply chain sites at Hill Air Force Base, Utah, Warner Robins Air Force Base, Ga., Tinker Air Force Base, Okla., and at Fleet Readiness Center – East at Cherry Point, N.C.

Military and civilian members of the DSCR also deploy in support of the Global War on Terrorism and continue to serve in Kuwait, Afghanistan and Iraq.

DSCR has provided quality goods and logistical services to the nation's military and has proudly defended freedom since its activation in 1942.

Again, we extend a warm welcome to the Bellwood team. We hope you find your visit or assignment rewarding.

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Welcome Center

Building 210
(804) 279-4754

All visitors should enter through the north gate off of Strathmore Road and proceed to the Welcome Center.

On arrival, you will need to provide a valid registration for your vehicle, current proof of insurance and a valid driver's license to enter the installation.

Directions to DSCR



From the Richmond International Airport

Turn left onto Airport Drive. Turn right at the stop sign at Charles City Road. Turn left at the stop light at Laburnum Avenue. Keep on Route 895, following signs to Chippenham Parkway. There is a \$2.50 toll on Pocahontas Bridge. On Chippenham Parkway, travel approximately one mile to the Strathmore Road Exit. Turn left at the stop sign. Keep right at the fork in the road and proceed straight through to DSCR's North Gate.

Arriving on Center

From the North

Take I-95 south to Richmond. Following I-95 South to Exit 67. Take Route 150 (Chippenham Parkway) approximately one mile to the Strathmore Road Exit. Turn left at the stop sign. Keep right at the fork in the road and proceed straight through to DSCR's North Gate.

From the West

Take I-64 East to Route 288 south to I-95 north. Take I-95 north to Exit 67. Take Route 150 (Chippenham Parkway) approximately one mile to the Strathmore Road Exit. Turn left at the stop sign. Keep right at the fork in the road and proceed straight through to DSCR's North Gate.

From the South

Take I-95 north to Exit 67. Take Route 150 (Chippenham Parkway) approximately one mile to the Strathmore Road Exit. Turn left at the stop sign. Keep right at the fork in the road and proceed straight through to DSCR's North Gate.

Transition Assistance

Building 17
(804) 279-5037

Whether you are joining or leaving the Bellwood community, the transition assistance program is designed to make your move a positive experience.

Our transition assistance manager has a checklist of important places to contact when planning your move and can help you with information on public transportation, finance, temporary or permanent housing; phone service; utilities; area hospitals; schools; employment; and places of worship.

Installation Shuttle/Handicap Van

DSCR offers shuttle transportation (including handicap transport) from parking lots to buildings throughout the installation. Covered bus areas are located throughout the installation and the bus makes stops every 15 to 20 minutes. For the handicap van transportation, call (804) 279-3718.

Command Staff

Office of the Commander (DSCR-D)	(804) 279-3801
Deputy Commander (DSCR-DD)	(804) 279-3803
Deputy Commander, Operations (DSCR-DO)	(804) 279-6007
Chief of Staff (DSCR-DS)	(804) 279-3536
Executive Director, Acquisition (DSCR-DA)	(804) 279-3805

Equal Employment Opportunity Office (DSCR-DK)

Building 33, M Bay,
(804) 279-4443

The EEO staff works to develop, implement, monitor, and evaluate the Equal Employment Opportunity Program for DSCR, and tenant activities to create a work environment free from discrimination regardless of race, color, sex, national origin, age, handicap or religious group.

To achieve this mission, the office has a staff of eight professionals and receives the support of six committees comprised of DSCR employees. The committees set up displays, plan programs, such as Multi-Cultural Day, and coordinate guest speakers.

The special emphasis committees are:

- African American Employment Program Committee
- Asian Pacific American Employment Program Committee
- Persons with Disabilities Program Committee
- Federal Women's Program Committee
- Hispanic Employment Program Committee
- American Indian Special Emphasis Program Committee

EEO staff assist employees with workplace issues such as filing complaints and handling work-related problems, which may involve mediation. The office also provides interpreters for the deaf and hard of hearing at DSCR and provides training, including sexual harassment training. The staff assists employees who are interested in becoming a mentor or mentoring others. They also compile statistics about the workforce, for example, percentage of men and women, average age and grade level, and ethnicity.

Military Personnel Office (DSCR-DM)

Building 34, Room 238,
(804) 279-3183

The Military Personnel Office serves as a strategic partner with DSCR's military, civilian and tenant activities in supporting the mission of DSCR. It is committed to working strategically with the diverse aviation supply

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chain in identifying and responding to its changing needs. The office sustains high productivity, continuous improvement and guidance in the development of administration, policies and procedures and exceptional customer service to our warfighters.

Internal Audit Office (DSCR-DI)

Building 34, Room 122,
(804) 279-4688

The Internal Audit Office acts as principle adviser and assistant to the commander providing independent appraisal of operations through audits and reviews, including assessing the adequacy of activities' systems of internal controls. It also administers the center DoD Hotline program, the commander's Soundoff program and the Primary Level Field Activity Internal Control program.

Corporate Programs Division (DSCR-DSB)

Building 34, second floor,
(804) 279-4036

The Corporate Programs Division, Plans and Programs Office conducts and coordinates studies and manages projects and programs of a highly visible nature relating to DSCR, DLA or DoD programs.

The office serves as the command's focal point for review of corporate operating policy and procedural changes; coordinates implementation of major corporate projects with affected DSCR offices and directorates, DLA headquarters, and other internal and external activities; serves as the primary advisor on the administration of the Continuity of Operations Plan (COOP) for DSCR; functions as liaison office for COOP alternate relocation agreements with DLA headquarters, DoD and Department of Homeland Security organizations; and is a representative to the U.S. Senate Productivity and Quality Award Board of Directors for Virginia.

Corporate Communications, Plans and Programs also manages productivity and continuous improvement initiatives including: Share All Your Ideas Today (SAYIT), a venue DSCR employees can use to provide ideas about improving workplace processes and receive an award if the suggestion is put in place; and the Extra Mile program, which gives employees a means of recognizing peers who provide exceptional support.

The office also facilitates the Commander's Action Group and corporate boards, and manages the Strategic and Long Range Planning and Balance Scorecard and eWorkplace.

Public Affairs Office (DSCR-DSA)

Building 34, second floor,
(804) 279-3139

The Public Affairs Office advises the commander and executes the commander's Community Relations, Media Relations, and Command Information missions. It provides oversight of DSCR's Web content and manages the Freedom of Information Act Program. The PAO has sole release authority and serves as the spokesperson for the command.

The office manages the center's Awards and Recognition Program.

PAO provides briefings and tours upon request to community organizations, business partners and visitors. All contact with media must be coordinated with PAO.

The office also operates the center's information and weather line. Employees may call 1-888-325-6733 to learn about center exercises, closings and delays.

Lean Six Sigma (DSCR-DS)

Building 32, M bay,
(804) 279-1887

The DSCR Lean Six Sigma Office is responsible for overarching strategic planning, training and development for Lean Six Sigma initiatives for the

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aviation supply and demand chain located at DSCR. The office reports directly to the Deputy Commander for Operations and is staffed by full time Lean Six Sigma personnel. The objective of the Lean Six Sigma Office is to educate and empower all personnel down to the lowest level to implement Lean principles of flow and elimination of waste. Its mission is to transform the command until continuous process improvement is its very nature.

Protocol Office

Building 34, second floor
(804) 279-5450

The mission of the Protocol Office is to provide protocol services and guidance in support of DSCR. The office is the main focal point for the planning and coordinating of VIP visits, ceremonies, conferences and special events.

Office of Counsel

Building 32, K bay
(804) 279-4811

The Office of Counsel provides a full range of legal services to the aviation supply and demand chain. The office provides direct legal advice and represents the supply chain on matters of contract, personnel and labor, and general administrative law, and manages the agency's fraud program and is the designated ethics official for the aviation supply chain. The office also is the primary office of responsibility for all Congressional inquiries to the aviation supply chain and manages the Privacy and Freedom of Information Act (FOIA) programs.



Supplier Support Division

The Supplier Support Division (FAS) provides support to the other divisions by maintaining the automated systems, processing Procurement Automated Contract Evaluation (PACE) second look awards, performing stock control functions, maintaining the Fraud, Waste and Abuse program, packaging, and is also the organizational location of ESOC, the emergency buying operation at DSCR.

Industrial Plant Equipment Division

The Industrial Plant Equipment Division (FAP) acquires, manages, builds, and repairs large industrial machines such as lathes, computer-numerically controlled machines, and milling machines for the military depots. This division handles all types of metal working equipment required to design, build and maintain weapons for aircraft, missiles, ships, and tanks, and provides other material to support the U.S. defense effort. It is the only metalworking machinery depot maintenance facility in the federal government. The IPE section manages both personnel here at DSCR and at the maintenance depot in Mechanicsburg, Pa.

The Industrial Plant Equipment Services Division provides field services at the customer's location to assess the condition of shop equipment, repairs and retrofits equipment, relocates equipment on base or site-to-site, and provides preventive and on-call maintenance programs.

Mapping Division

The Mapping Division (FAN) provides hard copy aeronautical, topographic, and hydrographic maps and map-related products to customers worldwide. It is the supply chain manager for 87,000 maps and map products, and liaison with the National Geospatial Intelligence Agency for forecasting and vendor performance. This division shares strategic storage and distribution operations with the Defense Distribution Mapping Activity.

Resource Support Staff

The Resource Support Staff (FAU) provides staff support, review and analysis, budget tracking and reporting, and Defense Travel System travel activities. It is also responsible for the human resources actions, the incentive awards program, internal controls monitoring, and training coordination for the Directorate of Supplier Operations, and for the Land and Maritime detachments at DSCR.

Aviation Supplier Operations (DSCR-FA)

Building 33, H bay
(804) 279-3584

Mission:

Aviation Supplier Operations improves DLA parts support for aviation customers by performing inventory planning, procurement activities and effectively managing suppliers. Aviation Supplier Operations consists of 15 divisions and two detachments located in Philadelphia, Pa. and Columbus, Ohio.

Aviation Original Equipment Manufacturer Divisions

The three Aviation Original Equipment Manufacturer Divisions (FAB, FAA and FAC) face the large original equipment manufacturers, in the aviation supply chain. They manage national stock numbers that are purely sole source to the OEM. Each of the integrated supplier teams in the division has a long-term contract and a strategic supplier alliance with the OEM it faces. These ISTs work closely with the strategic alliance managers.

Engines and Airframes Divisions

The four Engines and Airframes Divisions (FAD, FAE, FAF, FAH) manage structural components for all helicopter, cargo, fighter, bomber, attack, and trainer aircraft; aviation life support equipment; and miscellaneous other support items. The ISTs are airframe and engine focused and manage competitive items and sole source items with small manufacturers. The Engine Division (FAH) is also the location of kitting operations performed at DSCR.

Commodities Divisions

There are three commodities divisions: Chemical/Rings/Shims/Spacers Division (FAJ); Electrical Components and Cables Division, (FAK); and Instrumentation and Non-NSN Division, (FAL). They manage various commodities that are not specific to a particular airframe. These commodities include chemicals, electrical power, distribution and communication cables, instrumentation, miscellaneous hardware, chain, wire rope, and lighting items.

Strategic Material Sourcing Group Division

The Strategic Material Sourcing Group Division (FAG) awards complex contracts such as corporate contracts and multiple national stock numbers contracts like market baskets. SMSG maintains the SMS program, ensuring that the aviation supply chain concentrates its long term contracting focus on high-demand items and critical weapons systems items.

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Aviation Customer Operations (DSCR-QA)

Building 32, M bay
(804) 279-4835

Mission:

Aviation Customer Operations (QA) serves as a prime point of entry for all assigned customer issues related to logistics support and service across all DLA supply chains. Personnel develop, implement, and oversee EBS Customer Support Management of the enterprise business system in accordance with strategic policy, guidance, and implementation as provided by headquarters DLA.

The directorate manages the customer cells, support teams, item planning teams and other customer support units assigned to DSCR. They provide integrated logistics support of weapons systems, troops, equipment, facilities, and their components owned, operated, and maintained by or for the Department of Defense, the military services, other federal agencies and other authorized activities.

The directorate is made up of customer facing divisions for the Air Force, Navy, and Army, a Resource Management Branch (QAH), an Item Planning Division (QAI) and a Customer Support Division (QAC) with a Business Development Office.

Customer Facing Divisions

The Aviation Customer Operation's Customer Facing Divisions are responsible for management of customer service and support for customers assigned to cells and mapped to support teams within the divisions. Support provided may include, but is not limited to, order fulfillment and demand planning activities, EBS Customer Support Management and program support to Level A and selected B and C-level weapons systems program managers.

The divisions provide a unified face for assigned customers and Class IX order fulfillment and planning support. This is accomplished by leveraging both DSCR-based customer facing staff, including customer account specialists, demand planners, weapon systems support managers, and associated lead/managerial staff, as well as on-site customer facing staff, including customer support representatives, CASs, DPs, and associated lead/managerial staff:

The Air Force Customer Facing Division (QAA) is responsible for: Oklahoma City Air Logistics Center Cell; Ogden ALC Cell; Warner Robins ALC Cell; Air Force Operations Cell Group; Air Force Training, Air Education and Training Command, Cell; Air Force Foreign Military Sales Cell; Collective Air Force/Aviation Cell; Collective Air Force Installation Cell; and the Weapons Systems Support Branch.

The Navy Customer Facing Division (QAB) is responsible for: Navy Fleet Readiness Center, West, North Island, Calif.; Navy FRC East, Cherry Point N.C.; and Navy FRC Southeast, Jacksonville, Fla.; Naval Aviation Forces Cell; U.S. Marine Corps Aviation Cell; and the Weapons Systems Support Branch.

The Army Customer Facing Division (QAE) is responsible for: Army Aviation Depots Cell; Army Aviation Forces Cell, Army Aviation Non-Tactical Cell, and the Weapons Systems Support Branch.

Customer Facing Divisions Mission:

- Act as a DLA EBS Customer Support Management representative/advocate for the customer's concerns and issues and interface with appropriate supply chain owners and logistics service providers across DLA.
- Provide logistical assistance/technical expertise to U.S. military activities and U.S. civil agencies receiving logistical support/ services from DLA.
- Provide Customer Outreach through training and education.
- Maintain liaison with DLA activities overseas to ensure customers located overseas, those forward deployed, and those deploying receive necessary support via a unified face and approach from DLA.
- Conduct research and analysis, making logistical assessments of DLA support in coordination with designated customers.
- Monitor and evaluate key performance indicators and other customer-oriented metrics to ensure optimal customer support.
- Perform functional systems analysis, monitor the existing system and develop requirements for system changes.
- Monitor weapons systems supportability and sustainability for overall health of assigned weapons systems.
- Perform transactional workload to support assigned EBS Customer Support Management cell customers with responsibility for planning, coordinating, directing, and integrating multiple functions to ensure effective demand planning, order fulfillment, and customer service support for assigned customer cells and units.

Customer Support Division

Customer Support Division (QAC) is responsible for customer-focused and weapons systems analysis and assessment; identification of overall trends in performance and support; modes of improvement; customer studies, profiles, analyses and surveys; common functions across cells including business analysis; support to DLA's involvement in performance-based logistics; and agency implementation of the EBS Customer Support Management program.

The customer support division includes the customer analysis branch, the EBS customer support management branch, the marketing branch, and the business development office.

Business Development Office (DSCR-QACD)

Building 45
(804) 279-4835

Mission:

The Business Development Office plays a critical role in strengthening Defense Logistics Agency's business base while increasing support to the warfighter. The BDO strategy focuses on building collaborative solutions that better use DLA resources and capabilities. Implementing that strategy requires the BDO to coordinate partnering and kitting initiatives with potential Industry partners and DoD activities. Whether partnering with industry leaders or tailoring specific programs to meet military requirements, the Business Development Office helps retain and grow DLA sales.

BDO targets:

- Logistics support to original equipment manufacturers
- Logistics support to third-party logistics providers
- Tailored logistics solutions, including kitting

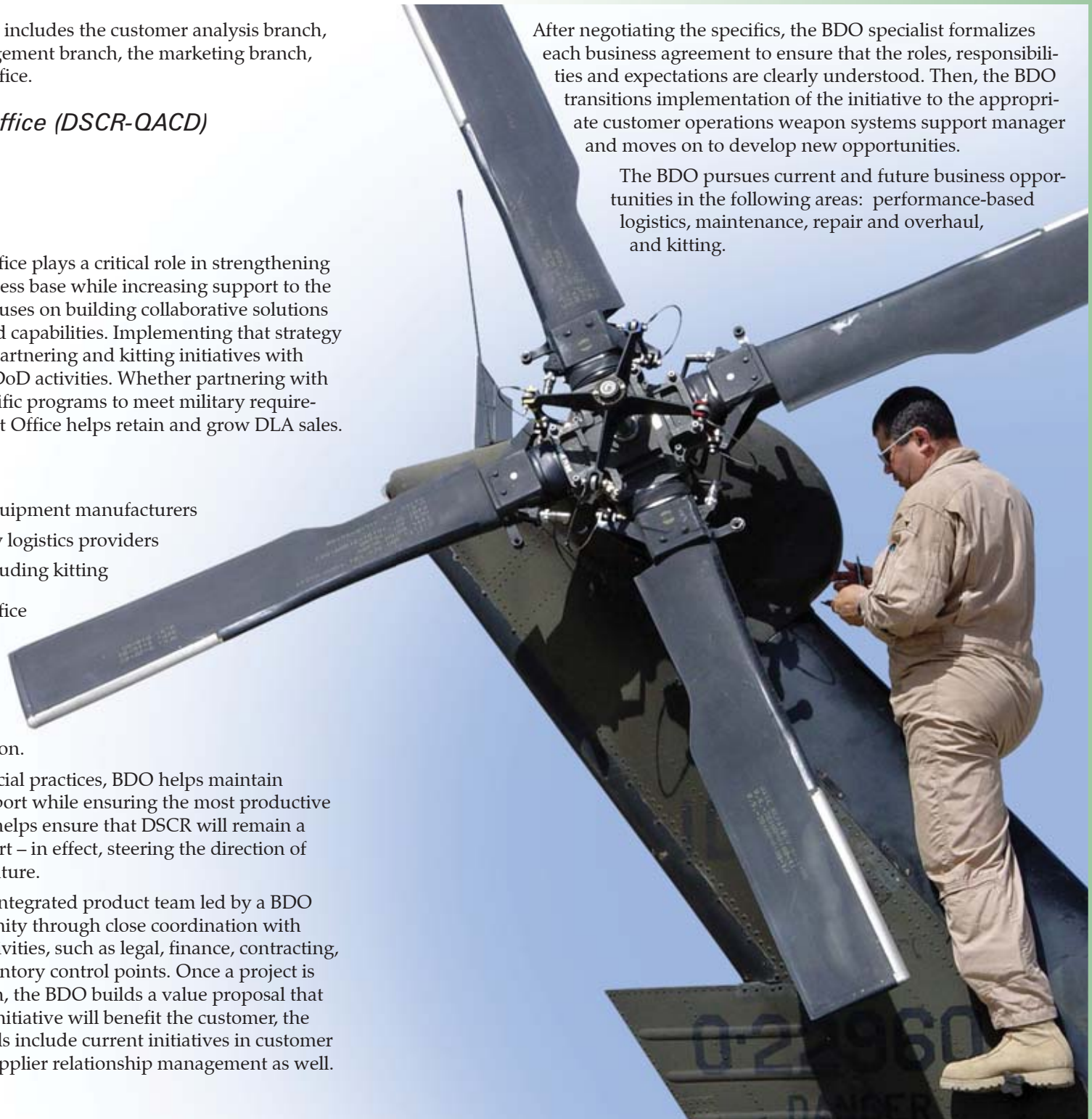
The Business Development Office mines sales opportunities from a wide variety of sources. This integrated process compiles the input of key players and methodically carries an initiative from conception to implementation.

By keeping pace with commercial practices, BDO helps maintain DSCR's expertise in logistics support while ensuring the most productive use of DLA resources. The BDO helps ensure that DSCR will remain a primary option for logistic support – in effect, steering the direction of how DSCR will function in the future.

In practice, a cross-functional integrated product team led by a BDO specialist develops each opportunity through close coordination with internal and external support activities, such as legal, finance, contracting, supply chain managers, and inventory control points. Once a project is evaluated and accepted for action, the BDO builds a value proposal that is used to demonstrate how the initiative will benefit the customer, the services and DLA. Value proposals include current initiatives in customer relationship management and supplier relationship management as well.

After negotiating the specifics, the BDO specialist formalizes each business agreement to ensure that the roles, responsibilities and expectations are clearly understood. Then, the BDO transitions implementation of the initiative to the appropriate customer operations weapon systems support manager and moves on to develop new opportunities.

The BDO pursues current and future business opportunities in the following areas: performance-based logistics, maintenance, repair and overhaul, and kitting.



Aviation Engineering (DSCR-V)

Building 33, H bay
(804) 279-3841

Mission:

Aviation Engineering Directorate (V) provides advice and direction to DSCR/DLA employees, customers and suppliers regarding technical data, policy, procedures, engineering support, cost, and reliability issues. It is the Aviation Engineering lead for DLA.

The Aviation Engineering Directorate has five divisions: Product Data Management (VA); Hazardous Information Program (VB); Engineering (VE); Technical Oversight and Product Assurance (VG); and the Ozone Depleting Substances Reserve Program Office (VO).

Product Data Management Division

The Product Data Management Division (VA) is responsible for providing product/technical data support to the aviation supply chain, as well as providing DLA enterprise level support in multiple areas. The division consists of two branches: the Aviation Product Data Management Branch (VAA); and the Product Data Common Support Branch (VAB).

The Aviation Product Data Management Branch's primary responsibility is to build/validate bidsets for materials managed by the aviation supply chain in direct support of the acquisition process. The branch also sup-

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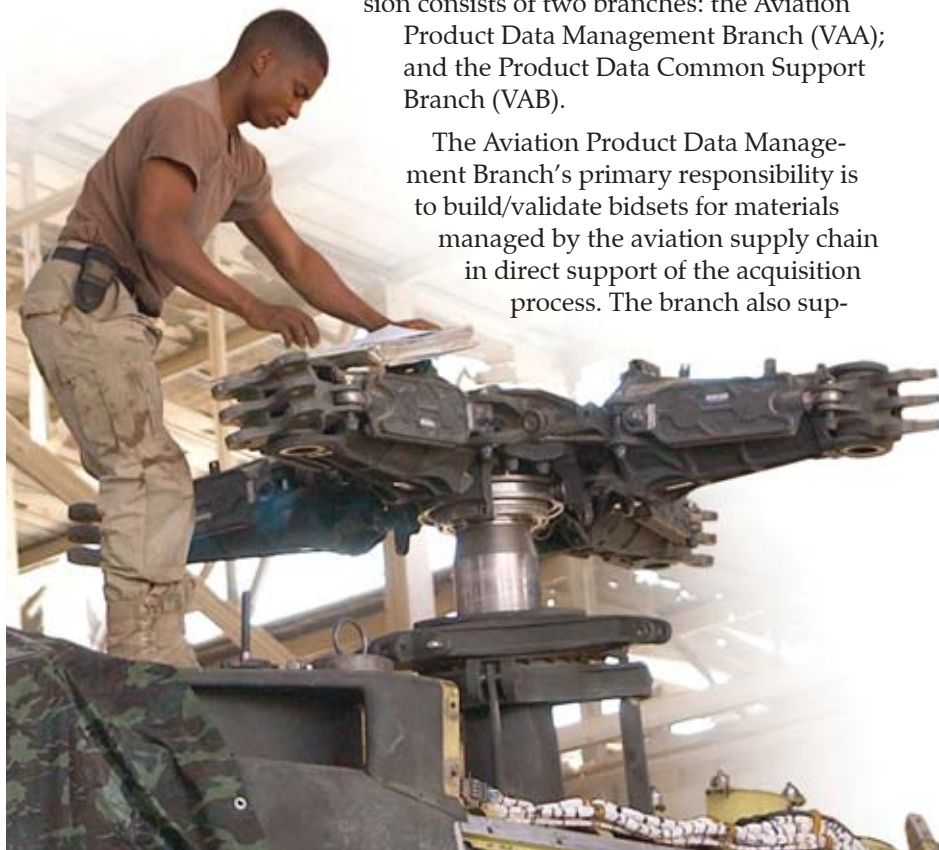
ports numerous projects and other proactive endeavors by reviewing, acquiring and linking the appropriate engineering/technical data to the materials. Bidset building and validation requires numerous activities, which include acquiring, authenticating, indexing, quality inspecting, determining restrictions and authority to use the data, and then ultimately linking the documents to individual materials/NSNs.

The Aviation Product Data Common Support Branch has multiple areas of responsibility, which are accomplished through a staff consisting of product data specialists, product specialists, supply technicians, and engineers. Aviation Supply Chain unique responsibilities include maintaining a technical manual library, providing product specialist type technical support for numerous long-term contracts and various other special projects, engineering support relevant to solid modeling and loft data, and engineering interaction with military services to explore/develop integrated information systems to facilitate DLA's access to engineering data maintained by military repositories. The branch also performs several DLA enterprise activities, which include management of stable-based/mylar data, restricted data tracking for engineering data distributed under licensing agreements, distribution of bidsets via cFolders, and providing data-related customer support to vendors.

Hazardous Information Program Division

The Hazardous Information Program Division (VB) is DLA's center of expertise for management of regulated materials. It provides vital information for safe and efficient supply chain procurement, movement, storage, handling, use, and ultimate disposal of regulated materials. Its main system is the Federal Hazardous Materials Information Resource System. Numerous other systems in DoD use HMIRS as the central source of information for safe, effective, and environmentally-friendly management of hazardous materials and waste. The division also promotes federally-mandated "green" procurement initiatives, and pollution prevention by changing purchase practices and standards through its Hazardous Materials Minimization Program. The division has three branches: Hazardous Materials Information System Branch (VBA); the Hazardous Material Program and HAZMIN Branch (VBB); and the Hazardous Technical Information Services (VBC) Branch.

The Hazardous Materials Information System Branch manages DLA data in HMIRS, the central repository for information on hazardous materials used by DoD. It provides policies, procedures, and functional design of HMIRS as well as provides logistics information and advise on "green" procurement, and executes HAZMIN projects to reduce DOD's waste streams. It provides technical assistance in the areas of environment, occupational safety and health, transportation, packaging, storage-handling, pollution prevention and logistics related to hazardous materials. It serves



to meet customers' day-to-day hazardous material challenges by toll free helpline, e-mail and web site. It publishes a bimonthly Technical Bulletin; and provides a daily regulatory alert to key headquarters DLA and DRMS personnel.

Engineering Division

The Engineering Division (VE) provides technical support to DSCR operations and manage initiatives to improve availability and performance of aviation supply chain items. VE is divided into four branches: Value Engineering Branch (VEA); Standardization Program Branch (VEB); Should Cost/Price Challenge Branch (VEC); and the Sustainment Engineering (VEE) Branch.

The Value Engineering Branch analyzes systems and equipment to determine how essential functions can be achieved at the lowest lifecycle cost, while meeting performance and safety requirements. The branch manages various efforts such as source development, reverse engineering, the Organic Manufacturing program, Castings & Forgings program and the Replenishment Parts Purchase or Borrow program. This program allows contractors to buy or borrow part number items for reverse engineering to ultimately manufacture and respond to item solicitations.

The Standardization Program Branch maintains close to 1300 specifications in status current for procurement, manages over 900 critical item procurement requirements documents that identify qualified sources for critical safety items and monitors approved suppliers through the Qualified Products List program. These efforts provide warfighters interoperable and reliable equipment, reduce total ownership costs and sustain readiness.

The Should Cost/Price Challenge Branch supports DoD efforts to reduce fraud, waste and inefficiency in the acquisition of spares, repair parts, and other supply items. A should-cost analysis provides contracting officers with cost estimates based on engineering and other technical characteristics of items. The Price Challenge program allows our customers to alert us of potential overpricing by submitting items for in-depth pricing evaluations.

The Sustainment Engineering Branch works collaboratively with DLA customer teams, DLA weapon system support managers, the services' engineering support activities and program offices to identify, fund and manage reliability improvement programs for DLA managed parts.

The Weapon System Sustainment Program, a DLA research and development portfolio of projects, works to improve internal processes for faster response times, to identify sustaining issues in a continuously aging fleet and to identify technologies that reduce supplier production lead times and cost.

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Technical Oversight and Product Assurance Division

The Technical Oversight and Product Assurance Division (VG) provides guidance on logistic and technical management issues, especially for aviation critical parts management, and provides interface with the military services' engineering support activities. It is the focal point at DSCR for critical item technical management.

The division's focus is to provide guidance to the DLA inventory control points and other field activities for logistic and technical management issues, in the area of aviation critical parts management. It is divided into three branches: the Professional Development and Procedures Branch (VGA); Technical Oversight Branch (VGB); and the Technical and Product Evaluation Branch (VGC).

The Professional Development and Procedures Branch provides training, education and support to new product specialist interns, working level quality assurance specialists, product specialists and engineers. It coordinates and tracks the courses to satisfy the specialized commodity and on-the-job training needs of quality assurance and engineering personnel.

The Technical Oversight Branch provides guidance on logistic and technical management issues, especially for aviation critical parts management. It acts as the engineering interface with engineering support activities and military services for engineering support, CSIs, and special emphasis programs for the aviation supply and demand chain.

The Technical and Product Evaluation Branch provides oversight and serves as a liaison office for product evaluation testing, which provides testing related technical oversight and assistance to the aviation supply chain integrated supplier teams.

Ozone Depleting Substances Reserve Program Office

Ozone Depleting Substances Reserve Program Office (VO), is the central management activity for the receipt, storage and issuance of these substances at DSCR. DLA was assigned the mission of managing the Defense Reserve of Ozone Depleting Substances to ensure that the supplies for mission-critical uses are available. DLA provides central management for the receipt, reclamation, storage and issue of ODS at DSCR. The Defense Depot Richmond Virginia is the primary storage site for ODS. There are additional sites for secure storage, and collections sites that facilitate turn-in of excess ODS.

Aviation Supply Chain - Philadelphia (DSCP-NA)

7000 Robbins Ave.
Philadelphia, PA 19111-5096
(215) 737-3764 DSN 444-3764

Mission:

Aviation Supply Chain Philadelphia partners with Defense Supply Center Richmond to provide aviation support worldwide. Its mission continues to be the right item, at the right time, for the right price. It is responsible for total supply chain management of aerospace grade hardware items, including screws, bolts, studs, nuts, washers, nails, keys, pins, rivets and other fastening devices, typically referred to as "bench stock."

ASC Philadelphia provides aviation-related products to customers at the industrial, depot and field levels, including foreign military, through a variety of support programs like DLA Inventory Locator Network and long-term contracting.

DLA Inventory Locator Network is available to DLA customers and vendors who do business with the Defense Supply Centers at Philadelphia, Richmond and Columbus. DILNet matches customers' needs with vendor on-hand assets, especially when the item is a non-stocked DLA item or is currently out of stock at the DLA depots.

Long-term contracting is indefinite quantity contracts with suppliers of a variety of related consumable items with a special emphasis on high-demand, high-dollar value items for a base period of one or more years with several one-year option periods.

ASC Philadelphia is comprised of five divisions: Threaded Fasteners, Non-Threaded Fasteners, Strategic Material Sourcing, Integrated Prime Vendor, and Supplier Support.

Threaded Fasteners and Non-Threaded Fasteners Divisions

Threaded Fasteners (NAB) and the Non-Threaded Fasteners (NAA) divisions provide traditional supply, technical, quality, and acquisition management of industrial hardware and other aviation items to military and civilian depot- and field-level customers throughout the world.

Strategic Material Sourcing Group

Strategic Material Sourcing Group (NAG) is responsible for achieving inventory savings through methods such as placing items on long-term contracts and reducing administrative lead time and production lead time on designated strategic material sourcing items.

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Integrated Prime Vendor Division

Integrated Prime Vendor (NAT) Division provides cost effective, integrated supply chain management and logistics support of expendable items, such as consumable spare parts and industrial hardware, to customers involved in maintenance, repair, and overhaul operations.

Supplier Support Division

Supplier Support Division (NAS) is a multi-functional organization comprised of the Post Award, Automated Procurement, Resolution and Engineering offices. The division's key responsibilities are:

- post-award functions including executing the expedite policy, processing contract modifications, responding to protests, resolving payment issues, addressing contractor delinquencies, and responding to congressional inquiries.
- pre-award functions including management of the automated procurement system, issuing high priority awards, managing/developing military interdepartmental purchases requests and blanket ordering agreements, and issuing emergency buys.
- resolution specialist functions including insuring inventory accuracy, insuring receipts are posted, and resolving supply discrepancy reports to effectively manage the inventory.
- engineering functions include managing technical data, performing standardization and commodity engineering, oversight of the Critical Safety Item program, testing and evaluation support, management of the quality manufactures and suppliers program and focal point responsibility for the engineering support (339) process.



DLA Warner Robins (DSCR-DC)

375 Perry Street
Room 200
Robins Air Force Base, GA 31098-1607
(478) 926-2564

Mission:

DLA Warner Robins provides direct logistics support for Defense Logistics Agency's world-wide mission. It is located at Robins Air Force Base, Ga. and is responsible for daily operations of all retail supply, storage and distribution support. It represents DLA in its effort to extend the enterprise and serves as an important link in DLA's total supply chain support of the warfighter. It provides timely and effective logistical support to the 402nd Maintenance Wing, manages supply and distribution of materiel required to sustain all programmed and un-programmed depot maintenance repair and manufacturing processes within the wing; prepositions inventory to support production requirements and represents a critical link within the total supply chain to the warfighter.

As the supply, storage and distribution provider, the detachment, along with Defense Depot Warner Robins, supports stock control; material requisitioning; receipt; and stock, store, issue and inventory. Additionally, it supports material handling; process turn-ins, courtesy storage, integrated prime vendor oversight, local purchase, material supportability, due-in from maintenance, due-out to maintenance, due-in from overhaul, awaiting parts related to material inventory control, and supply support for local manufacture.

The commander, DLA Warner Robins, serves as the "one face to the customer" for all DLA business areas, including DLA supply chain owners. In addition, the commander is directly responsible for the daily operations of the retail supply, storage and distribution functions. In order to ensure there are no work stoppages of the detachment, the commander is authorized to request direct support from any DLA business area.

DLA Warner Robins has five divisions: Aircraft Product Support, Commodities Product Support, Electronics Product Support, Depot Products Support, and the Integrated Prime Vendor Program.

Aircraft Production Support Division

The Aircraft Production Support Division (DCA) provides supply chain support for programmed depot maintenance and unscheduled repair activities on F-15, C-130, C-5 and C-17 aircraft. It provides supply chain support for the repair, modification, reclamation and rework of over 200

Defense Supply Center Richmond

aircraft worldwide. It prepares and deploys combat aircraft battle damage repair crash recovery and supply and transportation teams worldwide.

Commodities Product Support Division

The Commodities Product Support Division (DCB) provides depot maintenance support to major systems, primarily F-15, C-5, C-130, and Special Operation Forces aircraft, through major structural repair, manufacturing, modification, component, and special process repair. Supply support enables application of industrial engineering and production control programs and procedures.

Electronics Product Division

The Electronics Product Division (DCC) provides combat-ready avionics parts and services to the warfighting forces. It provides supply chain support for products that encompass 75 percent of the Air Force organic workload, comprised of 275 key systems incorporating 6,100 discrete items. The division provides depot-level test, maintenance, manufacturing, repair, and engineering support for all DoD services and foreign military sales.

Depot Support Division

The Depot Support Division (DCD) provides direct logistics support for depot maintenance repair facilities, and provides plant facilities, equipment engineering, calibration and installation support to the wing's infrastructure. Support includes managing capital investment-related programs affecting the maintenance functions in the wing production and support groups, maintains and operates laboratories, and provides technical support for industrial processes. The division is responsible for determining, establishing, maintaining, forecasting and transporting inventory of consumable and exchangeable material required for depot maintenance. The division is also responsible for training, budget requirements and execution, security and the Lean program.

Integrated Prime Vendor Program Division

The Integrated Prime Vendor Program Division (DCE) was developed by DLA to streamline the supply chain for industrial hardware, reduce multiple levels of inventory, and use commercial best practices to provide bench stock support to mechanics on the production line.

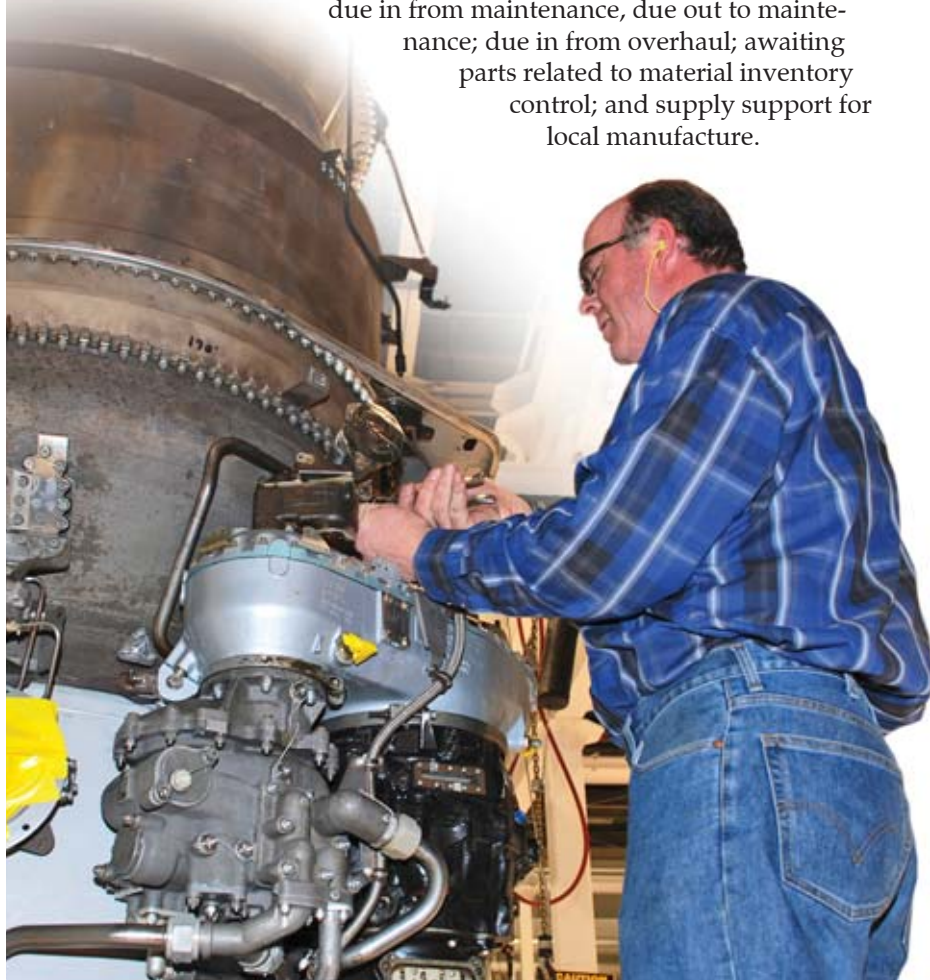
DLA Oklahoma City (DSCR-DL)

Bldg 3001
Post 2AH73A
Tinker AFB, OK 73145
(405) 622-7505

Mission:

DLA Oklahoma City provides direct logistics support for the Defense Logistics Agency's worldwide mission. It represents DLA in its effort to extend the enterprise and serves as an important link in DLA's total supply chain support to the warfighter.

As the supply, storage and distribution provider, DLA Oklahoma City supports stock control; material requisitioning; receipt; stock, store, issue and inventory; material handling; process turn-ins; courtesy storage; integrated prime vendor oversight; local purchase; material supportability; due in from maintenance, due out to maintenance; due in from overhaul; awaiting parts related to material inventory control; and supply support for local manufacture.



Defense Supply Center Richmond

The commander, DLA Oklahoma City, serves as the "one face to the customer" for all DLA business areas, including DLA supply chain owners. In addition, the commander is directly responsible for the daily operations of the retail supply, storage and distribution functions transferred. In order to ensure there are no work stoppages of the detachment, the commander is authorized to request direct support from any DLA business area.

DLA Oklahoma City has five divisions: Aircraft Support Division, Commodities Support Division, Engine Materiel Support Division, Depot Support Division, and the Industrial Prime Vendor Program Division

Aircraft Support Division

The Aircraft Support Division (DLA) provides supply chain support for programmed depot maintenance and unscheduled repair activities on B1, B-52, E3, and KC-135 aircraft. Provides supply chain support for the repair, modification, reclamation and rework of aircraft worldwide.

Commodities Support Division

The Commodities Support Division (DLB) provides depot maintenance supply chain support to major systems through major structural repair, local manufacturing, modification, component and special process repair.

Engine Materiel Support Division

The Engine Materiel Support Division (DLC) provides supply chain support for repair of whole engines/engine modules including TF33, F100, GE family engines, and back shop engine repair processes.

Depot Support Division

The Depot Support Division (DLD) provides overall support to other divisions. It coordinates and evaluates depot partnering projects, internal surveillance of supply operations, review of new and/or increased workload requirements, data and analysis of supply operations, management and oversight of reports and tools for retail supply management personnel; centralized stock control functions, supplier strategy and forecasting, and other administrative functions.

Industrial Prime Vendor Program Division

The Industrial Prime Vendor Program Division (DLE) oversees DLA's Industrial Prime Vendor Program to streamline the supply chain for the industrial hardware, reduce multiple levels of inventory, and use commercial best practices to provide bench stock support to mechanics on the production line.

Business Process Support (DSCR-BA)

Building 32, F bay
(804) 279-4056

Mission:

Business Process Support Directorate (BA) provides superior service to our customers by partnering with the enterprise process owners, process leads, subprocess owners and subprocess liaisons to provide policy and procedural support for all material management processes. These processes include order fulfillment, demand and supply planning, technical/quality, procurement and finance.

The directorate is responsible for design, test, evaluation and implementation of the enterprise business system automated systems and related business process reengineering. It prepares, oversees and administers training on the new systems and conducts change management activities to educate employees and promote their acceptance and commitment to EBS. The Business Process Support Directorate is also responsible for maintaining and retiring legacy systems over the course of the transition to EBS, and our business process analysts support end users of both EBS and legacy systems.

The directorate provides research, review and analysis of operational procedures, systems and performance. It conducts studies on complex operational changes affecting Aviation Supply Chain performance and business decisions; and provides recommendations, suggests business process improvements, and develops plans for implementing recommended improvements. Analysts extract data, run reports and monitor metrics and key performance indicators for both the aviation supply chain and the aviation demand chain, tracking and analyzing trends and underlying data.

The directorate has five divisions: the Research, Review and Analysis Division; Human Performance Division; Order Fulfillment Division; Planning Division; and the Technical/Quality Division.

Research, Review and Analysis Division

The Research, Review and Analysis Division (BAE) is responsible for prioritizing overall data extraction and analysis support for various operational areas of the aviation supply and demand chains and DSCR. It develops and tracks various performance metrics for the aviation supply and demand chains including those in the overall Operational Balanced Scorecard as well as the supplier and customer scorecards.

The division analyzes trends in performance and completes special and/or command-directed projects as well as participates with various opera-

Defense Supply Center Richmond

tional areas in the research, analysis, and resolution of problem issues. The division acts as adviser and assistant to the director by providing research, review and analysis of operational procedures, systems, and performance; conducts a full range of studies to determine complex operational changes affecting the performance and business decisions; and provides recommendations and suggested business process improvements as well as develops plans for implementing recommended improvements. It also conducts presentations of analysis, studies and data as required.

Human Performance Division

The Human Performance Division (BAH) serves as enterprise training liaison in the Human Performance Division. The division is also a member of the DLA Training Center Knowledge Transfer and Training Team which manages the EBS training program. The division defines and resolves EBS training needs for DSCR including remote detachments, forward presence and BRAC sites. It coordinates with other training liaisons and DTC to create agency policy in training matters. The division serves as field administrator for the Learning Management System, an enterprise training management tool.

Order Fulfillment Division

The Order Fulfillment Division (BAO) provides world-class end-user support and process management for sales, order processing and asset management to our global aviation supply chain customers and logisticians throughout the DLA extended enterprise.

Planning Division

The Planning Division (BAP) provides quality customer service to both internal and external customers, develops future leaders, and exercises innovation in problem resolution.

Technical/Quality Division

The Technical/Quality Division (BAT) develops and implements policies, procedures and objectives related to technical/quality process issues. It also supports the technical/quality process owner and acts and supports enterprise sub-process owners, providing end-user support and subject matter expertise as needed. The division monitors performance, key performance indicators, and business metrics related to technical/quality.

Procurement Process Support (DSCR-BP)

Building 34, 3rd Floor
(804) 279-3302

Mission:

The Procurement Process Support Directorate (BP) is the principal authoritative adviser and assistant to the commander on all procurement matters and related activities. It also acts as the liaison between DLA headquarters and the aviation supply chain procurement work force for research and/or analysis of the procurement process. The directorate serves as the center's initial focal point for all external and higher level procurement issues.

The Procurement Process Support Directorate interprets procurement policy, regulatory guidance and initiatives, and implements local policies and procedures. The directorate is the principal adviser on cost and price issues and is the aviation supply chain focal point for procurement strategic planning. It is responsible for assignment of procurement personnel from directorates to fill headquarters DLA and other external procurement project assignments. It serves as senior procurement representative for all budget-related issues and provides special project management for projects that are either new to the inventory control point, or that require intense management and planning in the initial stages.

The directorate is also responsible for the execution of acquisition work force training and Defense Acquisition Workforce Improvement Act qualification and certification, and is the approval authority for all acquisition training waivers or referrals. It directs the warranting of contracting officers and oversees recognition and disciplinary actions related to the individual discharge of warranted authority. It also directs the DSCR training program for entry level acquisition and supply/demand planner employees. The director is the 1101 qualification program manager.

Procurement Process Support acts as the commander's designated representative in the oversight of procurement processes to ensure compliance with regulatory requirements and quality, and that sound business decisions are demonstrated, with final approval authority over all procurement business decisions and contract awards at all supply chain management levels. In this capacity, the director is referred to as the chief of the contracting office for the aviation supply chain.

The directorate is responsible for the identification and implementation of acquisition and electronic commerce initiatives to improve customer service. It is responsible for providing systems support for all functional enterprise business system procurement systems and other procurement interfacing systems including development and training. This includes responsibility for the design, test and build of new procurement

Defense Supply Center Richmond

software/systems and preparation of unique requests for development of procurement functional requirements for systems programming. The directorate is comprised of two divisions: Systems and Procedures Division (BPS) and Contract Review and Pricing Division (BPP).

Systems and Procedures Division

The Systems and Procedures Division provides consolidated policy, procedures and functional systems support and oversight for current enterprise business systems, such as DPACS, DIBBS, PACE, SAP, and ECF, and future EBS, including eProcurement, applications, procurement processes and electronic commerce. The division also provides policy and procedural support to the acquisition work force on questions and interpretations of statutory, regulatory, and higher level guidance. It assists in the preparation of unique requests for and development of functional requirements for systems programming. The division also provides special project management for specific projects that are either new to the aviation supply chain or that require intense management and planning initially.

Contract Review and Pricing Division

The Contract Review and Pricing Division (BPP) is responsible for ensuring compliance with federal, Department of Defense, and agency-developed acquisition policy and procedures. The division performs technical review of acquisitions, cost and price analysis of contractor proposals and post award reviews of awards, and it also provides resolution to acquisition problems. The division manages the Defense Acquisition Workforce Improvement Act certification requirements and the Contracting Officer Warrant program. It is also responsible for the recruitment and training offered through the Acquisition Professional Development program.



Small Business Office (DSCR-DU)

Building 33, E bay
(804) 279-6330

Mission:

The Small Business Office (DU) implements and administers the center's socioeconomic programs for small business including Small Disadvantaged Business, Woman-owned Small Business, Veteran-owned Small Business, and HUBZone Small Business. The mission is to promote small business utilization in DSCR's contracts, and to enhance the defense industrial base by assisting new contractors in their efforts to obtain government contracts. The office is also responsible for management of the Ability One, renamed from JWOD, program to facilitate business with nonprofit agencies that employ individuals with severe disabilities. The positions of associate director and small business specialist are required by regulation for major contracting activities, and they must report directly to the commander or deputy commander to preclude influence from operational managers.

An often overlooked responsibility is the small business ombudsman function. The associate director and small business specialists serve as an ombudsman for small businesses seeking help to resolve issues or problems with DSCR contracts, personnel or processes. The office is also the center's focal point and command adviser for all matters relating to small business.

The office is responsible for development and implementation of a Small Business Strategic Plan detailing the center's efforts to use small business when awarding contracts in order to meet small business goals. The office is part of the commander's staff, due to its regulatory requirements. Much of the work is operational in nature. Procurements valued over \$10,000 require coordination with a small business specialist prior to solicitation, with the specialist taking an active role in the acquisition planning process. Other acquisition-related duties include evaluation of contractor subcontracting plans and coordination of size challenges and certificates of competency with the Small Business Administration.

The office performs the majority of DSCR's outreach to small business contractors. This includes attending trade shows and conducting "how to" workshops on doing business with DSCR. Each year the office handles an average of 1,800 contractor phone calls requesting assistance, and entertains visits from over 100 contractors seeking opportunities and assistance with DSCR contracts.

Defense Supply Center Richmond**Base Realignment and Closure Implementation and Transition Office (DSCR-DB)**

Building 195
(804) 279-3724

Mission:

The Base Realignment and Closure Implementation and Transition Office (DB) represents the commander via the base realignment and closure 2005 process to reconfigure our current infrastructure into one in which DLA operational capacity maximizes both war fighting capability and efficiency.

Under the leadership and guidance of the commander and deputy commander, the BRAC office provides technical and staff support for the development and implementation of BRAC policies and procedures.

BRAC 2005 furthers a long-standing Department of Defense strategic objective—strategic sourcing. The decision establishes a single Defense agency: Defense Logistics Agency. DLA acts in a joint capacity for the military services, interfacing directly with the logistics industrial base, while leveraging its purchasing power with its suppliers. Execution of BRAC 2005 is ongoing and will be fully implemented by 2011.

BRAC creates long-term contracts and strategic partnerships between commercial partners and DoD to satisfy all supply, storage and distribution requirements for the commodity management privatization of tires, package petroleum, oil, and lubricant products and compressed gases.

BRAC requires the transfer of procurement management functions for procurement of depot-level reparables, as well as the management of certain consumable items to Defense Logistics Agency. DLR procurement management and related support functions will transfer from the military service to Defense Logistics Agency creating one buying organization for DLRs. The transfer improves service to customers and support to the warfighter through increased work efficiencies within inventory control points and enhanced level of support from suppliers.

BRAC consolidates all supply, storage, and distribution functions supporting industrial activities, to include those internal to maintenance depots and shipyards and those at any intermediate level that may exist. It transforms the existing logistics processes by creating four continental United States support regions, each having one Strategic Distribution Platform and one or more Forward Distribution Points. SS & D consolidation achieves economies and efficiencies that enhance effective logistic support to operational joint and expeditionary forces. It provides in-transit visibility and real-time accountability throughout the supply chain.

The function of the DSCR BRAC team is to plan and implement BRAC decisions influencing the aviation supply chain.

The Defense Supply Center Richmond hosts a variety of Defense Logistics Agency tenant agencies and other organizations on the 600-acre installation. DSCR has 120 warehousing, utility and administrative buildings with over 7 million square feet of covered and uncovered storage space.

DLA tenants include:

Document Automation and Production Service

Building 33, C bay
(804) 279-4180

DAPS is responsible for document services within the Department of Defense encompassing printing and high speed, high volume duplicating. This includes the procurement of these services from commercial sources. DAPS also serves as the DoD preferred provider of solutions for the conversion, retrieval, output and distribution of digital documents. Document services are also available to Executive Branch agencies. To learn more, visit the DAPS home page: <http://www.daps.dla.mil>

DLA Office of Operations Research and Resource Analysis

Building 32, B bay
(804) 279-3427

DORRA provides DLA managers with comprehensive analytic support for operations research and resource analysis. DORRA's ability to combine functional expertise, talented employees, contractors, computers, software and data into quality management analysis products has become its trademark. DORRA also supports other DoD managers if sponsored through DLA headquarters. To learn more, visit the DORRA home page: <http://www.dscr.dla.mil/dorra>

Defense Reutilization and Marketing Services

Building 4
(804) 279-4363

DRMS disposes of excess property received from the military services. Property is first reutilized within DoD, transferred to other federal agencies or donated to state and local governments. Excess property not utilized, transferred or donated may be sold to the public as surplus. DRMS has a commercial venture partnership with Government Liquidation to resell all non-demilitarization usable property. For sales information and schedules go to the Government Liquidation site at www.govliquidation.com. To learn more, visit the DRMS homepage: www.drms.dla.mil

DLA Tenant Activities Based at DSCR

Defense Distribution Mapping Activity

Building 66
(804) 279-6582

DDMA is responsible for worldwide physical distribution of all maps, charts and other geodetic material for DoD. The Richmond Map facility manages 72,000 map items representing over 60 million sheets for its military customers worldwide. The Richmond Mapping Facility was formed in 1998, when it assumed the inventory and distribution functions of mapping logistics from the National Geospatial-Intelligence Agency. RMF is composed of two entities—DSCR and DDMA. To learn more, call the DLA Customer Interaction Center at 1-877-DLA-CALL or visit the DDMA home page: <http://ddc.dla.mil/sites/ddma.aspx>

Defense Distribution Depot Richmond, Va.

Building 54, S tower
(804) 279-4717

DDRV provides premium distribution services to the Army, Marines, Navy and Air Force. The depot also provides distribution services support to NASA and the Foreign Military Sales program. DDRV is the primary DLA distribution center for hazardous material with Environmental Protection Agency conforming storage space. DDRV is the primary DoD repository for ozone depleting substances which includes a compressed gas reclamation and cylinder refurbishment operation.

U.S. Army Reserve

The 80th Division (Institutional Training) is made up of over 2,700 Army Reserve soldiers assigned to 40 units in Delaware, Virginia, West Virginia, Pennsylvania and Maryland. Its headquarters is just inside the north gate. For more information, call 1-800 315-9105.

Virginia Army National Guard

Building T-123
(804) 279-3285 or 3485

Combined Support Maintenance Shop, part of Company A, 429th Forward Support Brigade, performs direct support and limited general support maintenance for repair of all types of automotive equipment, armament equipment, electronics and communications equipment as well as automation equipment.

Defense Contract Management Agency

Building 30. L bay
(804) 279-4979

The DCMA is the Department of Defense component that works directly with defense suppliers to help ensure that DoD, federal and allied government supplies and services are delivered on time, at projected cost, and meet all performance requirements.

General Services Administration Fleet Center

Building 80
(804) 279-6811

GSA provides vehicles and fleet management services to over 75 Federal agencies on a cost basis. The GSA Fleet network includes GSA Fleet Regional Offices, Fleet Management Centers, Fleet Service Representatives, Maintenance Control Center, and an Accident Management Center.

Army and Air Force Exchange Service

Building T-160
(804) 275-1478

AAFES provides merchandise and services to authorized customers at competitive prices and generates earnings to supplement

Non-DLA Tenant Activities Based at DSCR

appropriated funds for the support of Army and Air Force Morale, Welfare, and Recreation programs. AAFES operates a service station and small food and beverage shop on the installation.

American Federation of Government Employees Local 1992 (Defense Supply Center Richmond)

Building 32, B bay
(804) 279-3384

AFGE is a labor organization representing hundreds of thousands of federal and District of Columbia workers and their families who provide quality services to the American people.

National Technology Center

Building 30
(804) 279-2500 or 1-800-600-2071

The Air Force Auxiliary/Civil Air Patrol provides search and rescue, disaster relief, airborne reconnaissance, counterdrug operations, contingency communications support, border security operations and other national security and emergency preparedness functions and missions. The National Technology Center is the communications program management office for AFAUX/CAP and provides nationwide depot-level maintenance support for the various communications, electronics, and imaging systems of the agency.

The NTC also operates and maintains several mission-essential computer systems at DSCR that provides support to AFAUX/CAP units conducting missions throughout the United States.



Information Operations Richmond (DSCR-YR/J-6R)

Building 33, K bay
(804) 279-6875

Mission:

Information Operations Directorate serves as the principal adviser to the commander providing guidance, planning, administration and information technology management. The directorate consists of two offices and two divisions.

Information Assurance Office

The Information Assurance Office (J6RA) uses information assurance managers and officers to provide technical and managerial measures designed to assure that confidentiality, authenticity and utility of information for DSCR information systems are valid and up to date.

Information Technology Management Office

The IT Management Office (J6RM) monitors and coordinates the development of the office segment of the operating program and budget justification. It monitors office usage against staffing levels, while monitoring DSCR's IT resources. The office manages and coordinates several administrative programs and functions including the contracting officer representative function, evaluating office requirements for space and cost and benefit analysis for procurement of hardware and software.

Information Technology Infrastructure Division

The IT Infrastructure Division (J6RI) is responsible for the effective and efficient operation of all DSCR applications and infrastructure. J6RI is divided into five branches: Applications Support (J6RIA), End User Support (J6RIB), Systems Support (J6RIC), Telecom Support (J6RID), and Operations Support (J6RIE).

The Applications Support Branch serves as a component of the second tier Help Desk function, and manages the baseline schedule for all DSCR applications.

The End User Support Branch serves as first tier help desk support while managing, identifying and resolving all IT trouble incidents. It also identifies and provides IT related training and information to the work force. The branch manages the physical distribution of IT assets within DSCR

Information Operations Richmond

The Systems Support Branch manages and administers all locally operated and corporate IT assets (servers and databases) and is responsible for ensuring compliance with DSCR technical infrastructure and architectural guidelines.

The Telecom Support Branch acts as the communications officer for all supported activities while managing and administering all locally operated department and corporate data and voice communication assets.

The Operations Support Branch manages the operation of DSCR local computing and telecommunications facilities and systems while performing communications security custodial duties.

Information Technology Solutions Division

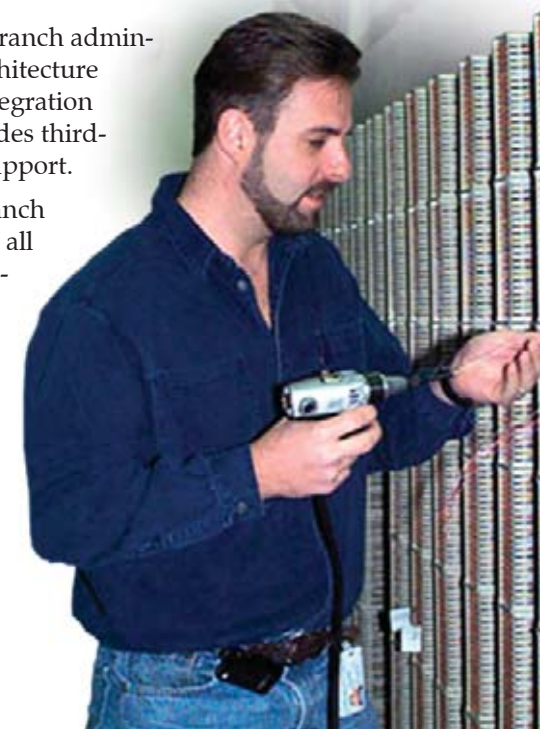
The IT Solutions Division (J6RS) administers DSCR IT resources and plans, budgets and coordinates IT projects. The division also designs, develops and deploys utilized applications. It also plans and develops IT infrastructure while administering the DSCR configuration management processes. The division is divided into four branches: Configuration Management (J6RSA), Systems Integration (J6RSB), External Solutions (J6RSC), and Internal Solutions (J6RSD).

The Configuration Management Branch manages DSCR's technical program management staff, the configuration management process throughout DSCR, IT continuity of operations planning functions and the asset management system.

The Systems Integration Branch administers DSCR's application architecture and design, as well as the integration of all applications, and provides third-tier application and server support.

The External Solutions Branch designs, develops, and codes all local IT development applications destined for external customers.

The Internal Solutions Branch designs, develops and codes all local IT development applications for internal customers. The branch is also responsible for the Web application server portions of product data management initiative.



Financial Operations

Financial Operations (DSCR-R/J-8R)

Building 34, 1st Floor
(804) 279-4841

Mission:

Financial Operations serves as the principal adviser and assistant to the commander of the aviation supply chain in implementing policies and objectives relating to financial management, including resourcing of operations.

Its responsibilities include administration of financial resources in procurement, inventory management and sales of aviation material; and in management of base operations, administration of the inter-service and intra-governmental support programs, as well as serving as liaison with the Defense Finance and Accounting Service. Other areas of responsibility include ensuring execution with respect to policies relating to budgeting, standard pricing, cost analysis, work years and reimbursements.

These functions are carried out by the director's office and three divisions: Aviation Budget, Site Integration and Process Management.

Aviation Budget Division

The Aviation Budget Division (RA) is responsible for the development, execution and tracking of the budget to support the mission, for establishing standard prices for items sold by the aviation supply chain, and for providing liaison with DFAS in the areas of accounts payable and accounts receivable.

Site Integration Division

The Site Integration Division (RP) is responsible for the development, execution and tracking of the budget to support center operations and detachment facilities; development and monitoring of budgets for each of the directorates within the aviation supply chain; and providing support for management of organization alignment and position management. It also provides liaison with DFAS in areas related to center operations and detachment facilities.

Process Management Division

The Process Management Division (RW) is responsible for all aspects of systems support in the financial arena, including design, test, evaluation and implementation of enterprise business systems; preparation and delivery of financial systems training; and support of the end users of Defense Logistics Agency financial systems.

Human Resources

Human Resources (DHRC-C)

Building 32, B bay
(804) 279-4765

Mission:

The Human Resources servicing for DSCR employees is provided from the central DLA Human Resources teams in Ohio. The DLA Human Resources Center - Columbus (DHRC-C) staff is responsible for overall program management and operations of staffing, employment and benefits. The DLA Training Center staff provides training support. In addition, there are several human resources staff members who work in Richmond.

DHRC-C forward presence staff in Richmond provides DSCR employees with employee relations and labor relations. The staff works with employees on telework, flexiplace, drug testing and performance appraisals, and serves as management's representative in matters with unions and in the interpretation and administration of the master labor agreement. The office assists management in determining appropriate disciplinary and corrective actions.

The Richmond DTC Workforce Development team provides essential training opportunities, and conducts and arranges any training directly related to the organization's mission. The team advises management on a variety of training initiatives, establishes the annual training plan and maintains a budget for organizational training. The Workforce Development team is committed to the development of the knowledge, skills, and abilities that DLA employees need to succeed in today's ever-changing environment.



DLA Enterprise Support Richmond (DSCR-S)

Building 201
(804) 279-3851

Mission:

DLA Enterprise (DES) Richmond serves as the principal adviser to the DSCR commander for facilities infrastructure management, environmental, safety and occupational health, public safety, multimedia and administrative support. It is responsible for providing quality facilities and support services that enable DSCR employees to perform their mission effectively, efficiently and in a safe and healthful environment within regulatory guidelines.

Environment, Safety and Occupational Health Office (SD)

Building 80
(804) 279-6465

The DES Richmond Environment, Safety and Occupational Health Office (DSCR-SD) implements DLA programs relating to environmental issues and safety of personnel and property for DSCR and other tenants. This office assures agency functions are performed in a manner that safeguards human health and the environment, provides safe and healthful working environment conditions for employees and ensures compliance with applicable laws, regulations and policies thereby maintaining readiness and enhancing support to the warfighter.

DLA Enterprise Support Richmond

Public Safety Office (SF)

Building 201
(804) 279-4753

The DES Richmond Public Safety Office (DSCR-SF) provides direct support, assistance and advice to the DSCR commander and DSCR employees on all agency security policy, programs and projects. This includes oversight regarding personnel security, physical security, information security, security education training, law enforcement, loss prevention, antiterrorism, DSCR combating terrorism, classified/sensitive issues, travel briefs and intelligence. The office acts as the DSCR fire marshal responsible for fire prevention and protection services for the facility.

Business Management Office (SX)

Building 17
(804) 279-5240

The DES Business Management Office (DSCR-SX) provides common, center-wide administrative services including mail, messages, publications, reproduction, multimedia support, administrative procedures, records management, systems administration, property accountability, travel, supplies and services.

This office also manages budget, training, personnel management, and review and analysis functions for DES Richmond.

Its mission includes serving as the focal point for coordination of all DoD regulated child and youth development; family support; and morale, welfare and recreation programs within DSCR.



Installation Management Office (SI)

Building 80
(804) 279-4855

The DES Richmond Installation Management Office (DSCR-SI) provides for the operation, maintenance, and repair of real property facilities and installed equipment; installation engineering projects; provision of custodial, sanitation, and entomology services; space planning and utilization, maintenance, repair, and improvement of military family housing; energy conservation; and facility management including master planning, alterations and construction.

Defense Contracting Services Office (DSCR-SK)

Building 33, M bay
(804) 279-3601

The DSCR Contracting Services Office provides contracting supplies and services for the DLA Enterprise Support customers at DSCR and other supported activities. This involves planning, organizing, developing, and controlling the life cycle contracting process. These functions involve all phases of the procurement process including acquisition planning, solicitation, award and post-award and all business processes associated with contracting operations used within the organization, including requirements generation, purchasing procedures and contract awards. The ultimate goal is to improve and maintain the integrity of the operational efficiency and effectiveness of contracting operations, the integrity of the procurement process and business practices, and ensuring statutory requirements are followed.

DLA Enterprise Support Richmond

Morale Welfare and Recreation (SQ)

Building 33, E bay
(804) 279-5240

MWR enhances military mission readiness and productivity through recreation and community support services throughout the world, though MWR programs are different on each DoD military base.

DSCR's MWR programs are vital to mission accomplishment, representing a valuable investment by DLA that recognizes the importance of overall employee well-being. MWR programs and managed facilities on center support military, civilian personnel and retirees in meeting their social, cultural and physical needs.

For updates on MWR activities be sure and read through the entire MWR system broadcast which is emailed directly to your inbox. It is color coded by program for easier reading and denotes specific program activities.



Center Restaurant

Building 33, H bay
(804) 279-3714

Breakfast and lunch are available at the center restaurant. Breakfast hours are 7 to 10 a.m. and lunch is served 11:00 a.m. to 1 p.m. MWR manages the Center Restaurant through a contracted vendor.

Child Care Facility

Building 100
(804) 279-3018

The Bettye Ackerman-Cobb Child Development Center offers a comprehensive child care program that serves the needs of DSCR employees with children ranging from six weeks to 13 years of age. MWR offers before-and-after-school, holiday and summer programs for school-aged children. Child care fees are subsidized based on total family income.

Conference Center

Building 31, G Bay
(804) 279-5240

The multi-functional conference center is a 15,000-square-foot facility capable of seating 1,400 people. It is also adaptable to accommodate multiple small training rooms.

Community Center

Building S-27
(804) 279-3371 or (804) 279-1091

Available for meetings and functions the community center, also known as "the barn," has two large rooms that can be reserved through MWR. The facilities' larger room is equipped with sound and video projection capabilities.

Family Advocacy Program

Building 31, Cbay, Rm. 16
(804) 279-4337

MWR offers programs, seminars, classes and resource referrals on topics of interest to families, including stress and anger management, parenting information, financial information and referrals, divorce recovery, domestic violence, child abuse, sexual assault, and a vast library of books and videos.

Facilities, Programs and Activities

Fitness Center

Building 33, D Bay (front side)
(804) 279-4198

The Fitness Center offers free weights and nautilus equipment; cardio equipment; racquetball court and full court gym; aerobics, yoga and strength training; and dance and martial arts classes. Hours of operation are: 5 a.m. to 8 p.m., Monday through Friday, 8 a.m. to 4 p.m., Sat. and 1 to 5 p.m. Sun. DoD identification is required for use. Lockers are also available for rent.

Fitness Trails

A pathway with exercise stations is located across the street from the fitness center. In addition, the center offers marked trails for running or walking. Inquire at the fitness center for directions.

Information, Tours and Travel

Building 33, D Bay (dockside)
(804) 279-1091

MWR offers discounted ticket sales to local area and national attractions, concerts, theatrical performances, special events and sporting events. Group tours, vacation and cruise packages are also available.

Outdoor Recreation

(804) 279-3371 or (804) 279-1091

MWR offers access to picnic pavilions and playground equipment in two locations, the center's swimming pool, rental of equipment and Parker Pond.





Recycling Program

(804) 279-3560

MWR is concerned about the conservation of our environment's natural resources. We have implemented a program throughout the installation. DSCR recycles the following items in labeled blue plastic containers; mixed paper, newspapers, white paper, aluminum cans, plastic soda bottles, cardboard, printer cartridges and scrap metal.

Relocation Assistance, and Work and Life Programs

(804) 279-5037

MWR provides a vast reserve of knowledge to assess and meet the needs of individuals and families relocating to the Richmond area. Services include home finding, cost-of-living information, neighborhood comparisons, temporary living assistance, school information, tax tips and ways to balance work and life.

Shoppette and Gas Station

Building T-160
(804) 275-1498

Army and Air Force Exchange Services operates a shoppette and self-service gas station for military personnel, retirees and their dependents. Hours are weekdays 9 a.m. to 5 p.m. The shoppette is closed for lunch weekdays 1:15 to 2 p.m.

Facilities, Programs and Activities

Sundry Shop

Building 33, H Bay (behind cafeteria)
(804) 279-3572

The sundry shop offers a variety of beverages and snack foods. Hours are 7 a.m. to 3 p.m, Monday through Friday.

Temporary Lodging Facility

Building 97
(804) 279-1092

The community recreation department operates six individual units that include four standard, double occupancy rooms and two ADA-compliant units. Housekeeping service is provided daily. Laundry and vending machines are available. Reservations for on-post lodging can be made by calling or dropping by the office in building 33, D bay on the dockside.

The Bellwood Club

(804) 279-3772

Bellwood Club is managed by MWR and is available for private, catered functions.

Thrift Shop

Building 30
(804) 279-4521

The thrift shop is operated by the Bellwood Women's Club. Hours of operation for shopping and donations are on 9 a.m. to 3:00 p.m, Thursdays.

Since earning its first \$100 in 1960, the Thrift Shop has been staffed by volunteers from the club, raising tens of thousand of dollars to promote the welfare of the greater Richmond community.

Wellness Program

(804) 279-6281

The DSCR/MWR Wellness... Do it for Life! Program is a free benefit to DSCR employees. Programs include medical screenings such as blood pressure, cholesterol, blood sugar (glucose), vision, hearing, allergy testing and thyroid function, to name a few. Additional programming involves weight loss programs, cooking classes, wellness challenges and group exercise instruction. Lastly, every month there are "lunch n' learn" classes on a variety of health topics such as springtime allergies, and women's and men's health issues. Contractors and retirees are eligible to participate on a space available basis.

The land serving as home to Defense Supply Center Richmond is one of the oldest inhabited parcels of land in the United States. Artifacts excavated from the land dating back to 3500-1200 B.C., indicate that Native American tribes used the area as a trade site.

The site of the installation is also linked to the original Jamestown settlers. The site was occupied in 1619 by Thomas Sheffield, who was given a royal land grant of 2,300 acres by the Crown of England. The Sheffield family and a group of 10 settlers occupying the land died in an Indian attack in 1622.

The land remained idle until 1634, when the region was organized into counties and the land became part of Chesterfield County. The Sheffield tract passed into the hands of Seth Ward. In 1797, Richard Gregory bought approximately 1,000 acres from Ward.

Gregory and his family built a manor house on the property between 1797 and 1804. The house is now the Bellwood Club. Gregory left the bulk of his estate to his son, who in turn passed it to Major Augustus Drewry and his wife, Lavinia, Gregory's granddaughter.

After the Civil War, Drewry traded the farm to Captain James B. Jones, a fellow officer in the Confederate army, who had helped man the guns at Fort Darling.

Jones lived on the property until the mid-1880s, but wasn't able to make a go of farming after the war, since the land was worn out from constant tobacco and cotton farming. The war had also exacted a heavy toll on the area.

Installation

In 1887, the property was sold to James Bellwood, a Canadian agriculturist. Bellwood and his three sons transformed the over 2,000 acre farm into a model of agriculture. He also imported a pair of mated elk which flourished and became known as the Bellwood elk.

The Army purchased the land from Bellwood on June 6, 1941. The elk herd passed along with the property as part of a "gentleman's agreement." Descendents of that original elk herd remain on the property to this day and are cared for by the center's employees. Clearing and grading of land for construction began in August of that year, with the Richmond Quartermaster Depot being activated in January, 1942. In its first two decades, the mission of Richmond Quartermaster Depot was one of traditional logistics support to the U.S. Army with emphasis on quartermaster items.



Installation

By March, supplies were rolling in and out of the depot. More than 8,450 employees worked on the installation during the peak years of World War II. On a single day, more than 850 rail cars were dispatched and received, providing supplies for the war effort. During the depot's first 30 months of operation, the tonnage shipped, if converted to a solid freight train, would stretch over 1,000 miles. Throughout World War II, the Korean conflict and Vietnam, the installation thrived with activity.

The installation, its tenants and their missions, has transformed throughout its five decades of service to adapt to the needs of the nation's military. Richmond Quartermaster Depot was renamed Richmond Armed Service Forces Depot in 1943. The U.S. Army Quartermaster Branch Depot was established on the site in 1949, followed by the U.S. Army General Supply Center in 1958.

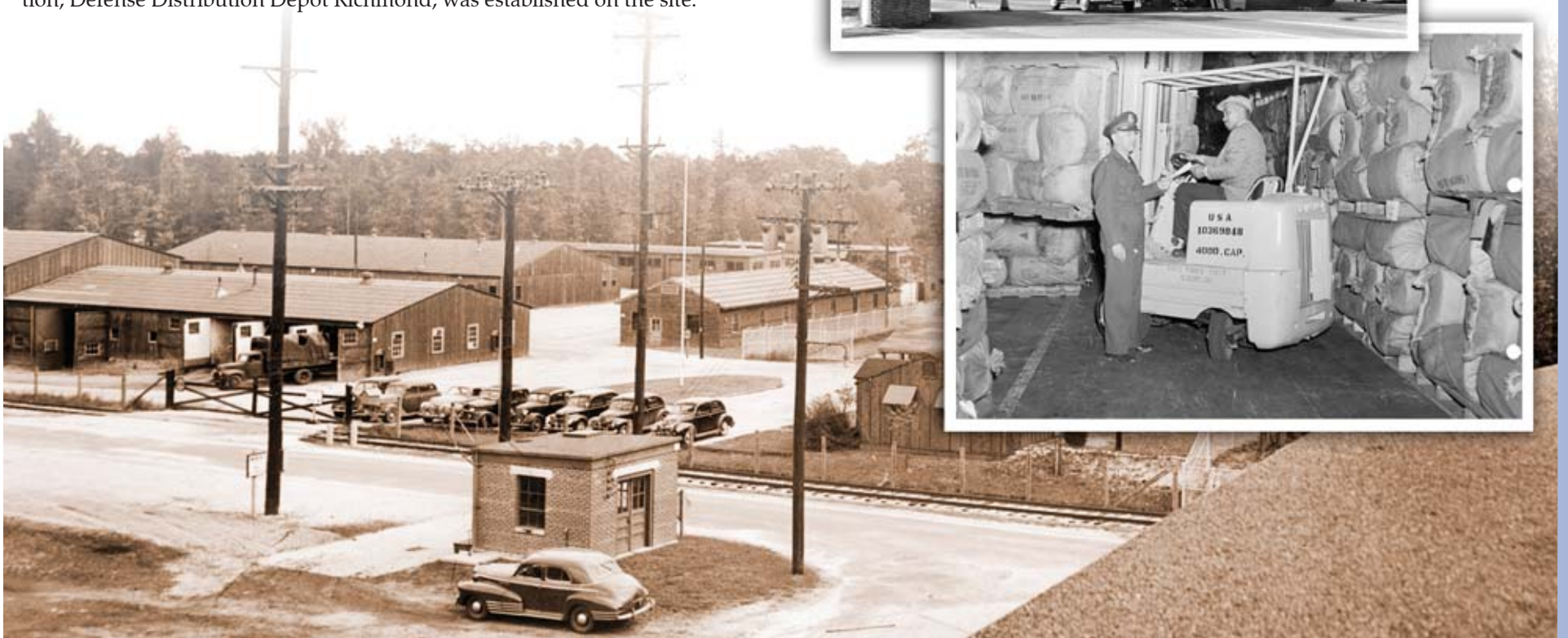
In 1962, the installation name changed to Defense General Supply Center and it became part of Defense Supply Agency. DGSC's mission included supply management of more than 300,000 general supply items for the military services and certain civilian agencies worldwide.

In 1977, the Defense Supply Agency name changed to Defense Logistics Agency to reflect its broadened role in military logistics.

Another major change occurred in 1986, when depot operations were separated from inventory control point functions and a separate organization, Defense Distribution Depot Richmond, was established on the site.

In 1996, the installation name changed from Defense General Supply Center to Defense Supply Center Richmond.

Today, DSCR serves as the aviation supply and demand chain manager for Defense Logistics Agency and serves within DoD as the primary source of supply for more than 1.2 million repair parts and operating supply items. DSCR's mission is to provide best value aviation weapon systems and environmental logistics support to America's armed forces—on land, at sea and in the air.



Manor House is one of the oldest houses in Chesterfield County and is listed as a national, state and county landmark. It was built between 1797 and 1804 by the Gregory family.

The Drewry family owned the land during the Civil War. Confederate Troops erected a fort known as Drewry's Bluff or Fort Darling east of the property on the James River. The fort was used to defend Richmond from attacks by Union gunboats. In May 1864 Confederate Gen. P.G.T. Beauregard made the land his home and met with Confederate President Jefferson Davis



Bellwood Club

in the Manor House to confer on a plan for halting the Union advance on Richmond.

The house survived despite the fighting that took place on the property during the Union's siege of Richmond.

Drewry traded the farm to Capt. James Jones, a fellow Confederate officer. Jones couldn't make a go of farming after the war because the land was worn out from tobacco and cotton farming and the toll the war had taken on the land.

In 1887 the property was sold to James Bellwood, a Canadian agriculturist who was seeking a more temperate climate because of health concerns. He paid \$18.50 an acre and transformed an area of more than 2,000 acres into a model of agriculture for Virginia, winning many awards taking first prizes at the Panama-Pacific International Exposition in San Francisco in 1915 and at the state fair on numerous occasions for growing peanuts, soybeans, corn and tobacco. Many of the awards are on display in the headquarters building.

The Manor House was home to Mr. and Mrs. Bellwood. Mr. Bellwood died in 1924 at age 88. Today, the house serves as a dining and special events facility.



The Bellwood Elk

animal fancier. He maintained a wooded park on his over 2,000 acre farm in which deer, rabbits, and other animals could roam at will. In the early 1900s, he imported a mated pair of elk from Yosemite National Park and Northwest Canada to start a herd.

The elk were an immediate hit, not only with the Bellwood family, but with the local citizenry, who would pack a picnic lunch and hop the Richmond-Petersburg Trolley to the Bellwood animal park to enjoy a Sunday outing. They were practically a tourist attraction.

Through the years, the herd multiplied and flourished on a treatment of lush grass, good forage, and the admiration of hundreds of visitors. The peak of the herd when the Bellwoods still had the land is believed to be approximately 22 or 23.

Then came World War II. The federal government, seeking a choice site for the construction of a storage depot, purchased the land from the James Bellwood family for the construction of the Richmond Quartermaster Depot, now Defense Supply Center Richmond.

The Bellwood brothers, who were in their sixties at the time, wanted to sell to the Army but shared a concern over the future of their father's beloved elk. Col. J. W. G. Stephens, the officer negotiating the land sale for the War Department, sensed their concern.

"Boys, I suggest you take the money and retire," he told them. "Spend your summers in Canada and your winters in Florida and we'll look after the elk." The deal was closed with a hand shake in just those terms.



Years ago, so the story goes, a Richmond Quartermaster Depot commander was touring his installation. As he rounded the corner of a warehouse, he came nose to nose with a substantial four-legged creature grazing on the lawn. "What is that?" he demanded.

"It seems to be an elk, sir," his aide replied.

Pulling himself together, the commander snapped back, "So it is," and quickly strode off, visibly shaken.



The elk calmly returned to his grass chewing. He had seen commanding officers before.

Perhaps the elk have a right to some haughtiness. In a land of ancestor worship, they can trace their ancestry to the giant elk of the Northwest and date their settlement on the land now known as Defense Supply Center Richmond around 1900.

In fact, these cud-chewing, stately, creatures are probably better known than most of the two-legged animals on the installation, having been featured locally and nationally in newspapers and magazines, including the Saturday Evening Post.

Their zoological name is *cervus canadensis*, and the Algonquian Indians called them wapiti. But to employees and local residents they are simply known as the Bellwood elk.

James Bellwood, a landowner of some note in Virginia and the last private owner of the land on which the installation resides, was ardent

The Bellwood Elk

But then the war was over; the horse was phased out by the Army; and on Sept. 10, 1948, Col. F. F. Spann, chief of the Field Service Division at the Richmond Quartermaster Depot, received a message from the Office of the Quartermaster General, Washington: "No appropriated funds are available to the Department of the Army for the feeding of elk."

That terse, one-sentence message told installation commanders then and forevermore that they could just look elsewhere for funds to provide for the animals that even then were a living symbol of this government supply point.

Over the years, employees and management have found various ways to provide for their beloved elk. First came the Elk Relief Association which featured an annual fund drive called the Elk's Bowl. That was discontinued in 1972, however, due to regulations limiting solicitation. Funds were provided through employee donations until 1975 when the officers' wives' club took over that responsibility.

Today there is an elk feed fund council to manage the funds. The money for provisioning the elk comes from the proceeds of recycling, private and civic organization donations, and the occasional sale of one of the animals.

The objective is not just to raise money, but to keep the herd at a manageable size and to preserve its health, according to the Facilities Engineering Division, the caretakers of the animals. The herd is maintained at between seven and 10 head. When it grows beyond that number, individual elk are normally traded with, or adopted by, other organizations around the country.

Recipients over the years include the Dolly Ann Preserve in Allegheny County, Va.; Richmond's Thalhimer (Maymont) Wildlife Exhibit, Virginia Zoological Exchange, Natural Bridge, Va.; and Arthur Godfrey's Farm in Leesburg, Va.

Before long, however, more youngsters will arrive and be admired by the Bellwood community and visitors alike. Later, the herd will again be downsized, with a decision being made whether parent or offspring will be offered for adoption.

Until then, these quiet symbols of Defense Supply Center Richmond will continue to graze in the shade of oak trees, as cars and people pass by, going about the business of supporting the military services. They are living proof the center honors its commitments, even those made more than a half-century ago.

The war years presented no great problem to the maintenance of the herd. Elk roaming the 640-plus acre depot were a common site to the 5,000 civilian and military employees and 2,500 German prisoners-of-war housed there.

The open pasture land was green in the summer, and in the winter when the grass was short and sparse, the grass diet was supplemented with forage purchased for the Army horses used by the installation's mounted security force.



Clubs and Organizations

Logistics Officer Association

James River Chapter
(804) 279-5028

LOA is comprised of over 3,500 military officers and civilians in logistics fields around the globe. The purpose of the Logistics Officer Association is to enhance the military logistics profession. LOA provides an open forum to promote quality logistical support and logistics officer professional development. For membership requirements or more information, contact the number above or visit www.loanational.org/jamesriver.

Richmond Area Top III

Richmond Area Top 3 association includes active duty, reserve and retired top three enlisted, as well as those who had obtained the rank but did not retire. The RAT 3 is actively involved with the Hunter Holmes McGuire Veterans Affairs Medical Center, poly-trauma unit, which specializes in attending patients with severe head trauma.

For more information about the Richmond Area Top 3, visit its Web site at www.rat-3.org/.

Bellwood Women's Club

(804) 279-6374

Bellwood Women's Club is a social club whose goal is giving of funds, time, talents and skills to the military and civilian community. BWC meets September through May, and runs the Thrift Shop.



Commercial.....	(804) 279-XXXX
DSN	695-XXXX
Base Operator/Information	Dial 0 or 3861
Information/Hazardous Weather line	Toll Free 888-325-6733
Opr Assistance (DSN, OCONUS and CONUS)	8-560-1110
AAFES Shoppette/Gas Station	275-1478
ADP/IT Help Line, (TDD line -3130).....	4357
Audiovisual Dept.....	3991
AUTO Digital Network (to send and receive messages via the Defense Message System)	3435
Bellwood Club/Catering.....	3772
Cafeteria	3714
Cafeteria - Kitchen Line	3351
Cell Phones/Pagers	6041
Child Development Center (fax - 5080)	3018
Commander, DDRV.....	4716
Commander, DSCR.....	3801
Computer Room, 33L	3062
Community Center	4478
Credit Union.....	271-0181
DLA Customer Contact Center	Toll Free 877-352-2255
DAPS (Printing Ofc)	4180
EEO Office	4443
Emergency Services (emergency).....	911
Emergency Services Dispatch Center.....	4888
Employee Assistance Program.....	4784
Fac Engineers Work Order Desk.....	3560
Family Advocacy	4337
Family Housing Officer	5411
Fire & Emergency Services (off base dial)	3131
Fire & Emergency Services.....	911
Fitness Center.....	3371
Fraud, Waste and Abuse (TDD line - 6001)	4700
Front Gate, DSCR.....	4000

Phone Listing

Handicap Van.....	3718
Health Clinic.....	3821
Human Resources - Benifits.....	(DSN) 850-0204
Human Resources - Forward Presence	4765
Human Resources - Staffing & Classification	(DSN) 850-6032
Graphic Arts	4508
ID Cards.....	4754
Legal (Office of Counsel)	4811
Mail Room.....	3051
Message Center, 33L	3637
Military Personnel Office	3183
Motor Pool (reservations).....	6226
Occupational Safety and Health.....	4830
Photographer	3383
Printing Ofc (DAPS)	4180
Product Data Mgt Div, Customer Service	3477
Public Affairs.....	3139
Public Safety	4888
Recycling Dept.....	3560
Repair Service, Public Address System	3870
Repair Service, Radio	3837
Repair Service, Telephones (fax: 5000)	3831
Soundoff	4700
Sundry Shop.....	3572
Taxi (handicapped van)	3718
Telephone Bills	2480
Thrift Shop, Bldg 30.....	4521
Travel (CI Travel), 33M	3747
Travel Orders, DSCR-SX, 17.....	5240
Union, DDRV - AFGE Local 2047	3616
Union, DSCR - AFGE Local 1992.....	5963 or 3389
Vehicle Registration.....	4754
Video Teleconference Office.....	2804

Defense Supply Center Richmond



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